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SUPPLY DIVISION INSTRUCTION
NO. 35-2
AMENDMENT NO. 1

ESTABLISHMENT OF ALLOCATION CODE 05 FOR PROPERTY
USED IN ORGANIZATION TESTS, EVALUATION, AND DEMONSTRATION

Paragraph 6b(2) - "Condition 4" should read "Condition 3", and "Condition 3" should read "Condition 4".

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CHIEF, SUPPLY DIVISION

JOB NO. _____ POK NO. _____ TEL NO. _____ DOC. NO. 11 NO CHANGE
IN CLASS/ (P22449) (P22449) CHANGED NO. 73 S C CFT. JUS 22
NEXT REV DATE 09 24/12/79 REV DATE [REDACTED] TYPE DOC. 30
NO. PGS. 5 CREATION DATE _____ ORG CODE 35 OPT 38 ORG CLASS S
REV CLASS C REV COORD. _____ AUTH: MR 70-3

OL/SD/SP&PS/[] se/[] (18 Sept. 1957)

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Approved For Release 2002/07/12 : CIA-RDP79-00065A000200120010-5

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5. The Supply Operations Branch, Depot Stock Control Section, Special Accounts Unit (SOR/DSOS/SAU) will be responsible for establishing a suspense system to control these accounts, and for taking follow-up action to ensure that the property is either physically returned to stock or that proper charges are made against the requisitioning activity account.

6. Termination and Turn-in Procedure:

a. It is recognized that equipment used in testing is liable to damage from such activity. However, the user will be responsible for proper care and maintenance of the property while in his custody. Upon termination of the tests, the user will determine the condition of the equipment and prepare sufficient copies of Form 320 (Property Turn-in Slip), to present the Receiving Officer with four copies, bearing the applicable annotation regarding receipt and condition:

(1) For serviceable equipment (Condition 1): "This material received on Voucher No. _____ for test, evaluation, or demonstration. Returned in serviceable condition."

(2) For damaged equipment that is economically repairable (Condition 3): "This material received on Voucher No. _____ for test, evaluation, or demonstration. Returned in _____ economically repairable condition."

(3) For equipment damaged beyond economical repair (Condition 4): "This material received on Voucher No. _____ for test, evaluation, or demonstration. Damaged beyond economical repair during tests. Property authorization to be charged."

b. Receiving personnel will:

(1) Physically receive materiel and make an inspection as to the condition. Where condition classification does not agree with that of the user, affix an annotation on the Form 320 stating classification determined by receiving personnel.

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(2) In the event the opinion of the Receiving Officer is that the equipment is in Condition 3 rather than Condition 4 as stated by the user, he will initiate action to obtain cost estimates for repair, and so state on the face of the Form 320.

(3) Forward three copies of Form 320 to DSCS for authentication and distribution, retaining one copy for suspense. These forms must be forwarded without any delay since a time element is involved.

(4) Return Condition 1 materiel to stock.

(5) Make arrangements for repair of Condition 3 materiel.

(6) Hold Condition 4 materiel for disposal action.

(7) Hold questionable materiel for instruction from DSCS.

(8) Forward cost estimates on questionable materiel to DSCS when received.

e. The Depot Stock Control Section will:

(1) Upon receipt of Form 320 review all annotations.

(2) On Condition 1 property cite Transaction Codes to credit Stock Allocation Code 05 and debit original allocation.

(3) On Condition 3 property credit Allocation 05 and debit 03.

(4) On Condition 4 property, reverse the original entries and effect issue to cost (6-1) citing the user's Property Authorization. Process the Turn-In in the normal manner (6-1, Property Returned from Projects).
3-6

(5) When the Receiving Officer disagrees with the user on whether an item is in Condition 4, evidenced by his notation on Form 320, hold all documents until receipt of cost estimates from the Receiving Officer, then forward complete file to Chief, Supply Division for determination of subsequent action.

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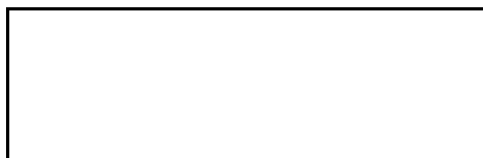
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7. This Instruction does not cover any expendable materiel required for test and evaluation purposes, nor does it cover non-expendable materiel that is to be destroyed through testing. Expendables will be issued on a regular requisition with a charge to Property Authorization. Non-expendables will be handled in the same manner but will require a Certificate of Expenditure.

8. The provisions of this Instruction are not to be confused with the application of Stock Allocation Code 06 which pertains to materiel issued to vendors for test and evaluation, or Stock Allocation 03 which is materiel out for modification or repair.

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CHIEF, SUPPLY DIVISION

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DISTRIBUTION: KK

OL/SD/SP&PS: [Redacted] (6 September 1957)

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